



The Carlsbad Recreation Department
currently has an opening for a

Senior Recreation Leader Special Events

Beginning at \$12.00 per hour

Definition

Under general supervision, participates in planning, coordinating, implementing, promoting, and supervising assigned recreational programs within a specific area of programming.

Examples of Duties

Assists with the planning, organizing, and evaluation of special events; assists in developing goals and objectives for recreational programs; supervises activities, such as arts and crafts, games, carnival booths, etc. for children and adults; provides face-to-face program leadership in specialized programs; suggests program improvements; assists with marketing plan for events; selects and purchases equipment and supplies for programs and activities; prepares routine reports of participation and activities; assists with set-up and tear-down of programs; responds to requests and inquires from the general public; provides information regarding assigned recreational programs area; coordinates and manages staff and volunteers; attends meetings as required; performs related duties and responsibilities as required.

Qualifications

Knowledge of event planning and/or recreational activities, including games, sports, arts and crafts, or other specialized areas, and/or obtaining sponsorships or donations. Principles and practices of basic first aid and CPR. Modern office procedures, methods and equipment, including computers. Principles of basic report preparation and writing skills. Basic supervisory practices.

Ability to:

Establish and maintain cooperative-working relationships with those contracted in the course of work. Be creative and innovative with recreation programs. Maintain records and prepare oral and written reports as needed. Work independently with minimal supervision. Understand and carry out oral and written instructions.

Experience/Education:

One year of responsible experience coordinating, planning, implementing and supervising special events. Equivalent to the completion of the twelfth grade supplemented by college level coursework in recreation, education, physical education, hospitality, or related field.

Special Conditions:

Sr. Recreation Leader must be available to work days, weekends, holidays and/or nights as needed; must provide own transportation; must meet State of California Tuberculosis test requirements; must have valid California State Drivers License and be over 18 years of age.

***Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

APPLICATION PROCEDURE – APPLY AT HARDING COMMUNITY CENTER, 3096 HARDING STREET, CARLSBAD, **DEADLINE: OCTOBER 26, 2007 OR UNTIL FILLED.** CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT RACHAEL SHAY, (760) 602-7519 or at rshay@ci.carlsbad.ca.us.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS